SIS2000+ Training Manual

Define Program Recommendations

Using Program Recommendations Editor

Purpose

Programs, such as accelerated learning classes for gifted students or Special Education programs for handicapped students, are first recommended by an authorized faculty member or anyone who is concerned, including social workers, parents/guardian, physicians, representatives of others agencies for a student. Those recommendations are stored here, in the Program Recommendations application, for each student.

Pre-Requisites

Programs need to have first been defined through the Special Programs application. If they have not yet been defined, go to **Special Programs** and define them at this time.

Training Objectives

Add, edit and delete student program recommendations. Print a Recommendation summary.

Accessing Student Program Recommendations

From the SIS2000+ Main Menu, click on the Services and Programs button. From there, click on the Recommendations button.

View Program Recommendations

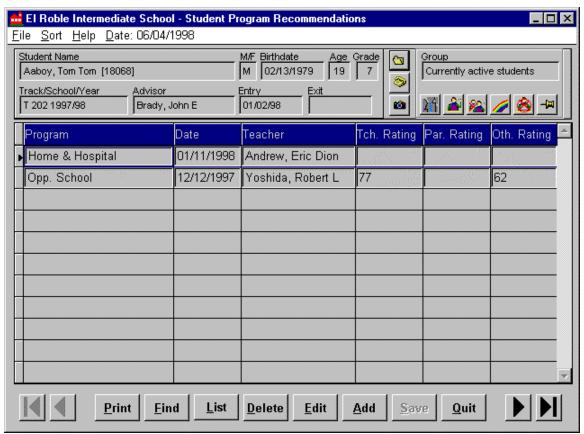
Launch **Program Recommendations** from the Services & Programs menu.

The opening, summary screen of the Student Program Recommendations application defaults to the first "currently active" student in the database, alphabetically by last name. A summary list of special program recommendations is displayed.

Select the student to view using the VCR buttons or the List or Find features.

Summary Screen

The opening screen of the Student Program Recommendations program displays a summary list of program recommendations that have been made for the selected student. Key data fields are displayed in read-only mode: program name, date of recommendation, the teacher that recommended the program, and several user-defined rating fields. View the entirety of the list by using the scroll bars, if necessary.



Program Recommendations Summary Screen.

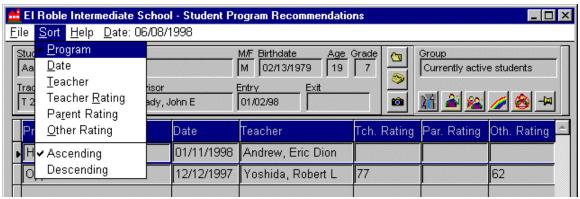
Sort Recommendations Summary List

The default sorting order of the summary list is alphabetical, based on the program name field. The list can be re-sorted in ascending or descending order based on any of the other data fields.

Sort by Using the Sort Menu

Open the Sort menu. **Select (highlight) a field to sort on in the upper portion of the menu**. The selection can be made by using the arrow keys, by using a mouse, or by pressing the underlined shortcut letter of the selection. The Sort menu will automatically close after a selection is completed.

Open the Sort menu again. The field to sort on will have a check mark beside it. Now select **Ascending** or **Descending** using the same method as above. The Recommendations list will now be re-sorted according to the new parameters selected.



Program Recommendations summary screen Sort Menu.

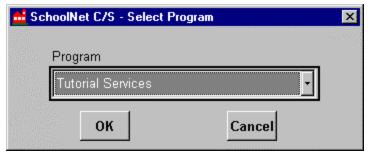
Sort by Clicking on Column Headers

Click on the column heading of the field to sort on. The list will automatically sort itself in the Reverse of its current sort order. That is, if the list was in ascending order by the data in the field selected, the mouse click will cause the list to be sorted in descending order per the field selected, and visa versa.

The column you click on will determine which column will be sorted in either ascending or descending order first.

Add Program Recommendations

To add a Program Recommendation, click on the **Add** button at the bottom of the main Program Recommendations Summary Screen of the selected student. The Select Program dialogue box will appear.



Select Program dialogue box.

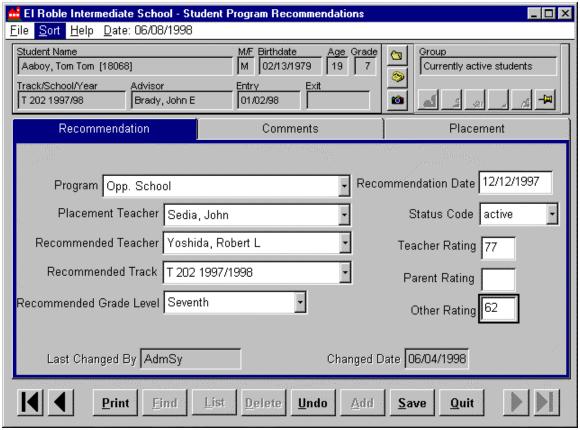
Select the Program from the drop-down list and click OK.

The application will go into edit mode and you can enter in the Recommendation details as described below.

Edit / View Recommendation Details

To activate the detail screens for a Program Recommendation of a selected student outside of adding a new record, highlight that program on the summary screen and click **Edit**. To view, simply click to each tab, and then click **Undo** when you're done. To Edit, make any necessary changes, and click **Save** when you are done.

The Recommendation Screen



Recommendation tab showing recommendation details.

Program - name of the special program the student is recommended for.

Placement Teacher - teacher that the student is placed with.

Recommended Teacher - teacher that recommended student to the special program.

Recommended Track - attendance track recommended for placement in the program.

Recommended Grade Level - grade recommended for placement in the special program.

Recommendation Date - date of the recommendation.

Status Code - user-defined recommendation status code.

Teacher Rating - district-defined numerical rating used to provide additional information for program recommendation. Used in conjunction with test scores.

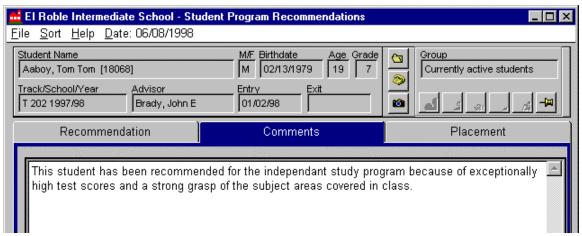
Parent Rating - district-defined numerical rating used to provide additional information for program recommendation. Used in conjunction with test scores.

Other Rating - district-defined numerical rating used to provide additional information for program recommendation. Used in conjunction with test scores.

Last Changed By & Changed Date - read-only fields indicating the name of the user who last made changes to this data and on what date.

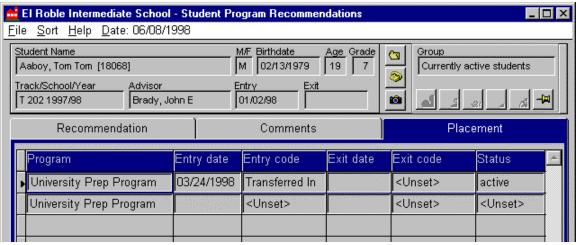
The Comments Screen

Use this screen to type in any comments regarding this student's recommendation in the program.



Program Recommendations Comment Screen.

The Placement Screen



Program Recommendations Placement Screen.

This is a read-only screen that allows you to view the actual placement of a selected student into a program or programs. The sort feature may be used when viewing this screen.

A program recommendation is not an actual enrollment or a placement. Students are placed in special programs through the Program History application. Placement data generated through Program History can be viewed here, in the Placement screen of Program Recommendations.

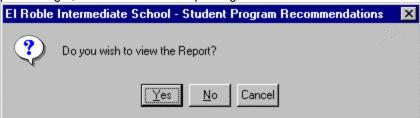
Print Special Program Information

Essential attributes defined for a student's Program Recommendation can be printed in a one-page report.

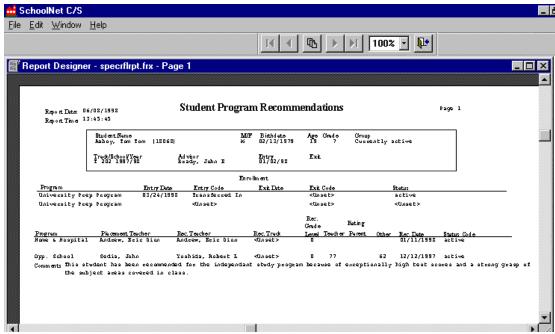
Select a student to print Recommendations for. This will only print the information for the Program Recommendations for the student you have currently selected.

Click the **Print** button at the bottom of the screen.

In the dialog box that appears, answer "Yes" to preview the report, "No" print the report without previewing it, or "Cancel" to abort printing.



If "Yes" was selected in the previous step, the report preview opens.



Program Recommendation summary print-out.

If all is satisfactory, click on the exit door icon to close the preview and continue with the printing procedure.

A dialog box appears with the prompt, "Send Report to Printer?" Answer "Yes" to print or "No" to cancel the printing process.

What's Next?

After Recommendations are made, you may also view them in the **Program History** application.

At any time after a recommendation is made, you may go to the **Program History** application and actually enroll the student into that program.

NOTE: Entering a Program Recommendation is not required for a student to be able to be enrolled in that Program. Recommendations are tracked mostly for your records.